

Application for Records Disposition Standard

marta

Department, Name, and Full Address

MARTA
100 Peachtree Street, N.W., Suite 1300
Atlanta, Georgia 30303

For Records Management Division Use

Date Received Application No. Date Completed
JUL 23 1974 74-260 JUL 25 1974

Appl. Date 7-12-74	Telephone & Ext. 522-4460, x-347	Name DOUGLAS M. HAIRE	Person to Contact	Working Title Records Management Analyst
Inclusive Dates of Series 1972 to Present	Exact Series Title Assistant General Managers' General Subject Files (Authority-Wide Standard)			
Action Requested	<input checked="" type="checkbox"/> Establish Disposition Standard <input type="checkbox"/> Record will continue to accumulate <input type="checkbox"/> Dispose of Present Accumulation; No Further Accumulation Anticipated			

What is the function of the office in which this record series is created? Amend # 74-155.

The Assistant General Managers are responsible for administration and operation of the various departments of the Authority. This includes the supportive (Department of Staff Services), the fiscal (Department of Finance and Administration), the operational (Department of Transit Operations), and the developmental (Department of Transit System Development) operations of the Authority. Their responsibility also includes the daily supervision of the various divisions in the respective departments and to provide leadership for the Authority.

This file contains the following documents:

Documents relating to all areas of responsibility of the Assistant General Manager. Included are policies, procedures, directives, speeches, appointments and correspondence. File is arranged alphabetically by subject by year.

Equipment Occupied	Vert.	Lat.	No. of Drawers	Cu. ft. of Records	Equipment Occupied	Vert.	Lat.	No. of Drawers	Cu. ft. of Records
Letter-Size File Drawers									
Legal-Size File Drawers					Annual Rate of Accumulation				
					In Office (s)				In Storage Area(s)
					Floor Space Occupied (Square feet)				
					Average Daily References				
					This Years	Last Years	Preceding Years	All Prior Years	

QUESTIONNAIRE (Place an X in the proper box. If answer is "Yes" please explain.)

- 13 Is this the Record Copy of the series? ☒ Yes ☐ No
- 14 Is there a duplication of this series in another office or agency? ☐ Yes ☒ No
- 15 Is the information contained in this series ever summarized or published? ☐ Yes ☒ No
- 16 Does the series contain classified information requiring security handling? ☐ Yes ☒ No
- 17 Does the series initiate, amend or terminate agency policies and procedures?
Department policies and procedures ☒ Yes ☐ No
- 18 Could the function be performed if the files were lost or destroyed? ☒ Yes ☐ No
- 19 Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ Yes ☒ No
- 20 Does the record series provide data as input to an EDP file? ☐ Yes ☒ No
- 21 Does the record series contain documentation produced as EDP printout? ☐ Yes ☒ No
- 22 Has the Federal Government issued instructions governing the retention/ disposition of these files? ☐ Yes ☒ No
- 23 Will there be a need for these records 10, 15 years from now? If yes, what? ☒ Yes ☐ No

Possible Historical Value

24 REQUIREMENTS:

The following requires the files to be kept PERM years: (Cite or attach copy of Law, Statute, or other reason for the retention requirement.)

The STATE Archives has determined that these files are of historical value.

☐ State Law ☐ Statute of Limitation ☐ Audit Period ☐ Federal Law ☒ Administrative Decision ☒ Historical Value

25 RECOMMENDATIONS - Methods: This unit recommends that the file series be cut off at the end of each

☐ Calendar Year ☒ Fiscal Year ☐ Other _____, then:

☒ Hold in the current files area 1 months/years; then ☐ Transfer to State Records Center;

☐ Hold _____ months years; then ☐ Destroy; or ☒ Transfer to State Archives for permanent retention.

☐ Destroy after cut-off.

Operating Instructions:

26 APPROVALS:

Approved Department Records Management Officer

Date

Approved Division Head / Designee

Date

Approved Department Head / Designee

Date

Approved Records Management Analyst

Date

Approved Legal Counsel

Date

Approved Division of Audit

Date

Review / Approval by Department of Archives and History

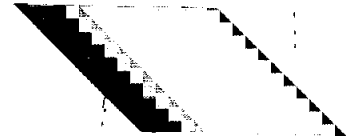
9/15 Carroll Hart July 25, 1974

Recommendations:

Approved MARTA Management Steering Committee

Memorandum

marta



Date: February 5, 1975


To: Ms. Mary Hall
Records Management Officer

From: Douglas M. Haire
Records Management Analyst

Subject: Amending Record Disposition Standards

I failed to notify you that Records Disposition Standard #74-260 is to amend Disposition Standard #74-155. Please make this correction in your records. Also, please note that Standard #74-261 is an Authority-wide Standard and will amend any other Standard referring to a Division Director's General Subject File.

I am sorry to cause you this inconvenience. Thank you for your assistance.


Douglas M. Haire
Records Management Analyst

DMH:rls